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## **Pencil**



The pencil tool allows drawing on a pixel level. If the pencil size is (2x2), (3x3) or (4x4) then the pixel size increases accordingly. Icons have a resolution of (32x32) pixels. With a brushsize of (1x1) you can draw 32 pixels horizontally and 32 pixels vertically.

### **To draw a pixel:**

Select the pencil tool if it is not already selected. The tool indicator displays the currently selected tool.

Place the mouse cursor over the editing area and click the **left mouse button**.

## Lines



The line tool allows drawing of straight lines. The width of the lines varies according to the pencil size (1x1, 2x2, 3x3, or 4x4).

### **To draw a straight line:**

Select the pencil line if it is not already selected. The tool indicator displays the currently selected tool.

Place the mouse cursor over the **editing area** .

Press and hold the **left mouse button**. This anchors the beginning point of the line.

Drag the mouse to the extend the line as desired.

Release the **left mouse button**.

## Hollow Squares and Rectangles

This tool allows drawing of hollow squares and rectangles. The width of the edges of these shapes vary according to the pencil size (1x1, 2x2, 3x3, or 4x4).

### To draw a square or rectangle:

Select the hollow square and rectangle tool if it is not already selected. The tool indicator displays the currently selected tool.

Place the mouse cursor over the **editing area** .

Press and hold the **left mouse button**. This anchors the top left corner of the box.

Drag the mouse to shape the box as desired.

Release the **left mouse button**.

## Filled Squares and Rectangles

This tool allows drawing of filled squares and rectangles.

### **To draw a filled square or rectangle:**

Select the filled square and rectangle tool if it is not already selected. The tool indicator displays the currently selected tool.

Place the mouse cursor over the **editing area** .

Press and hold the **left mouse button**. This anchors the top left corner of the box.

Drag the mouse to shape the box as desired.

Release the **left mouse button**.

## Hollow Circles and Ellipses

This tool allows drawing of hollow circles and ellipses. The width of the edges of these shapes vary according to the pencil size (1x1, 2x2, 3x3, or 4x4).

### To draw a circle or ellipse:

Select the hollow circle and ellipse tool if it is not already selected. The tool indicator displays the currently selected tool.

Place the mouse cursor over the editing area .

Press and hold the **left mouse button**. This anchors the center of the circle.

Drag the mouse to shape the circle or ellipse as desired.

Release the **left mouse button**.

## Filled Circles and Ellipses

This tool allows drawing of filled circles and ellipses.

### **To draw a filled circle or ellipse:**

Select the filled circle and ellipse tool if it is not already selected. The tool indicator displays the currently selected tool.

Place the mouse cursor over the **editing area** .

Press and hold the **left mouse button**. This anchors the center of the circle.

Drag the mouse to shape the circle or ellipse as desired.

Release the **left mouse button**.

## **Brush Fill**



This tool allows filling of closed objects such as rectangles or circles. It can also be used to change the background color behind an existing icon image.

### **Filling Closed Objects**

Select the brush fill tool if it is not already selected. The tool indicator displays the currently selected tool.

Place the mouse cursor inside the object to fill .

Click the **left mouse button**.

### **Changing the background color behind an existing icon image.**

Select the brush fill tool if it is not already selected. The tool indicator displays the currently selected tool.

Place the mouse cursor in an area outside the main icon image.

Click the **left mouse button**.



## Move/Copy Tool

This tool allows you to **move or copy** a selected object within the editing area

**To move or copy an object, follow the procedure listed below.**

Select the move tool if it is not already selected. The tool indicator displays the currently selected tool.

Press the **left mouse button** and draw a rectangle around the object you wish to move, and then release the left mouse button. You have just drawn a **selection rectangle**.

Place the mouse cursor inside the **selection rectangle**, and press the **left mouse button**.

### **Move**

Drag the **selection rectangle** to the new location you wish to move the selected object.

### **Copy**

Press the **Shift key** and drag the **selection rectangle** to the destination location.

Release the **left mouse button**.

To complete the move, position the mouse cursor anywhere outside the **selection rectangle** and click the **left mouse button**.

## Horizontal Flip

This command produces a mirror image in the horizontal direction of the **entire icon** or a **selected part** of the icon. Left becomes right and right becomes left. To cancel the effect of a **Horizontal Flip**, click the **Horizontal Flip** command again, or click the **Undo** command.

### **To flip the entire icon**

If the **Horizontal Flip** tool is not already selected, select it. Subsequent clicks of this tool flips the entire icon.

### **To flip a selected area of the icon.**

If the **Horizontal Flip** tool is not already selected, select it.

With the mouse cursor over the **editing area**, press the **left mouse button** and draw a selection box around the area you wish to flip.

Click the **Horizontal Tool** to flip the selected area.

To complete the move, position the mouse cursor anywhere outside the **selected area** and click the **left mouse button**.

## Vertical Flip

This command produces a mirror image in the vertical direction of the **entire icon** or a **selected part** of the icon. Bottom becomes top and top becomes bottom. To cancel the effect of a Vertical Flip, click the Vertical Flip command again, or click the **Undo** command.

### **To flip the entire icon**

If the **Vertical Flip** tool is not already selected, select it. Subsequent clicks of this tool flips the entire icon.

### **To flip a selected area of the icon.**

If the **Vertical Flip** tool is not already selected, select it.

With the mouse cursor over the **editing area**, press the **left mouse button** and draw a selection box around the area you wish to flip.

Click the **Vertical Tool** to flip the selected area.

To complete the move, position the mouse cursor anywhere outside the **selected area** and click the **left mouse button**.

**Rotate** 

This command rotates the entire icon 90 degrees to the right. To cancel the effect of the rotate command click the Undo command or click the Rotate command three more consecutive times.

## SnapShot

This command enables you to take a picture of **Any Area** on the **Windows Desktop**. To take a **SnapShot** perform the following steps.

With the **Left Mouse Button** click on the **SnapShot** tool, even if it is already selected.

Move the **Mouse Cursor** over the area of the **Windows Desktop** you wish to **SnapShot**.

Click the **Left Mouse Button**, or press the Enter key to **capture** the selected area.

To restore the previous image click the **UNDO** command.

## **Edit Area**

The area where the icon is actually drawn. With the aid of the mouse pixels, lines, boxes, and circles are drawn directly on the edit area.

## **Pencil Size**

The following pencil sizes, in pixels, are available.

1. 1x1
2. 2x2
3. 3x3
4. 4x4

## **Eraser**

The eraser erases pixels on the **editing area**. The size of the eraser corresponds to the pencil size selected.

To activate the eraser, press the **right mouse button** and move the mouse over the areas you wish to erase. When erasing is complete release the **right mouse button**.

To select the color of the eraser, place the mouse cursor over the desired color, in the **color palette area**, and press the **right mouse button**.



## **Copy to Clipboard**

This command copies the currently displayed icon to the windows clipboard. This command is normally used to transfer an icon to another Windows application, such as CorelDraw! or Excel for Windows. It can also be used to temporarily store an icon.

## **Paste from Clipboard**

This command copies the contents of the Windows clipboard onto the **editing area**. This command is very useful if you previously used the clipboard to temporarily store an icon.

**Note:** This command will only be useful if the current contents of the clipboard is an icon or a bitmap.

## **Undo**

Use the **Undo** command to undo your previous drawing action. For example, if you've just drawn a circle using the **Filled or Hollow Circle tool**, you can restore your previous icon image by clicking the **Undo** command. You can also Undo the results of a Move command with the **Undo** command.

## Selecting a Drawing Tool

To select a drawing tool place the **mouse cursor** over the desired tool and press the **left mouse button**. The selected tool is displayed in the top left corner of the screen.

## Extracting Icons from EXE and DLL Files

As well as editing regular **icons files** this program enables you to extract icons from Windows **EXE** program files, and some Windows Dynamic Link Libraries (files with the extension **DLL**). Two files included with Windows 3.1 each contain many icons. They are:

1. C:\WINDOWS\PROGMAN.EXE
2. C:\WINDOWS\MORICONS.DLL

If you use the **Compuserve Information Manager for Windows (WINCIM)** program, then another source of many icons could be.

3. C:\CSERVE\WINCIM\WINCIM.EXE

### To extract these icons perform the following steps.

Execute the **File Open** command and specify a **file type** with extension **EXE** or **DLL**

Change the default directory to the C:\WINDOWS directory.

Select the **PROGMAN.EXE** file or the **MORICONS.DLL** file depending on which **file extension** you selected.

This will open the selected file and extract all available icons. The icons will appear in a **grid** with 10 columns and a variable number of rows. If the number of available icons exceeds what is visible on the screen, a **scroll bar** will automatically appear on the right side of the grid. Use the **scroll bar** to scroll up or down the grid to see more icons.

### To select an icon do the following.

Click on the icon you wish to select

Click on the **Load Selected Icon** command button

### To cancel selection of an icon do the following

Click on the **exit** command button.

## **Icon files**

Files which contain a single icon. An icon file should always have the extension **ICO**.

## **DLL Files**

Files which **may** contain icons. Windows 3.1 comes with a file named \WINDOWS\MORICON.DLL. This file contains 106 icons which are available to windows users.

## **EXE Files**

Windows executable files which always contain at least (1) icon..One Windows EXE file which contains (46) icons is \WINDOWS\PROGMAN.EXE. In general if you know the location of a specific Windows program you can extract its icon(s) and modify it.



**New** 

This command clears the editing area to begin drawing a new icon. If the icon currently being edited requires saving you are prompted to do so via the **Save As** dialog box.

## Open

This command displays the Open Icon dialog box and permits you to open a new icon for editing. If the icon currently being edited requires saving you are prompted to do so via the **Save As** dialog box. The Icon Editor permits opening of the following files.

Regular Icon Files (Files with the **ICO** extension)

C:\WINDOWS\MORICONS.DLL

C:\WINDOWS\PROGMAN.EXE

Any Windows EXE file

For more information see the section on extracting icons from **DLL** and **Windows EXE** files.

**Save** 

This command saves the currently open icon file if one exists. The previous icon file is overwritten with the icon image currently being edited. If no icon file is currently open, then the **Save As** dialog box is displayed, permitting you to create a new icon file. By default icon files are given the **ICO** extension.

**Save As** 

This command saves the currently open icon file, if one exists, under a new file name. The Save As dialog box is displayed permitting you to specify a new icon file name.

## **Exit**

This command exits the Icon Editor and returns you to Program Manager. If the icon currently being edited requires saving, you are prompted to do so via the **Save As** dialog box.

## Selecting a Color

For outlining tools, such as the **pencil** and **hollow shapes**, (16) solid colors are available. For filled shapes and the **brush fill tool**, (32) colors are available. To set the color for the drawing tools place the **mouse cursor** over the desired color, in the **color palette area**, and press the **left mouse button**.

For the **Eraser** (16) solid colors are available. To set the color for the **Eraser** place the **mouse cursor** over the desired color, in the **color palette area**, and press the **right mouse button**.

